



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

<b>FOR AGENCY USE</b>		<b>1. Agency Address</b>	<b>FOR RECORDS MANAGEMENT USE</b>	
Application Date	7-21-83	Georgia Subsequent Injury Trust Fund Suite 124 Two Northside 75 Atlanta, Georgia 30318-7784	Application Number	84-16
Application Number			Date Received	AUG 25 1983
			Date Completed	APR 6 1984
<b>2. Person to Contact</b>		<b>Working Title</b>	<b>Telephone Number</b>	
Doris Hutchins		Principle Clerk	894-5674	
<b>3. Action Requested</b>				
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void				
<b>4. Dates of Series</b>		<b>5. Records Series Title (followed by title used in office, if different)</b>		
Earliest	Latest	Fatal No-Dependency Foldered Case Files		
1977	Present			
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created?				
Administer the Georgia Subsequent Injury Trust Fund Program. Receive, process and pay workers' compensation claims made against the Fund by insurance companies and self-insured employers. These claims involve previously handicapped employees of Georgia employers who sustain occupational injuries. This office function is to review these cases to determine if the employer's liability for workers' compensation benefits has increased because of the preexisting condition and its involvement or merger with the new work related injury.				
The function also consists of reviewing all no-dependency fatal cases occurring under workers' compensation law in Georgia.				
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.				
Documents relating to: Possible claims made by the Georgia Subsequent Injury Trust Fund in no-dependency fatal cases. Included are: No-Dependency Agreement - Form S.I. (F) 5/78 and related correspondence.				
Included are: No-Dependency Agreement - Form S.I. (F) 5/78 and related correspondence.				
File is arranged: Numerically by Case Number. Each case number has an "F" prefix.				
<b>8. Monthly Reference Rate</b> How often are records referred to which are:				
One to six months old <u>3</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?				
<b>9. Annual Rate of Accumulation of Records</b>				
Letter-size drawers _____; Legal-size drawers <u>1</u> ; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
X		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X		i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	2	years.	e. Administrative need	4	years.
c. Federal law		years.	f. Federal retention instructions		years.

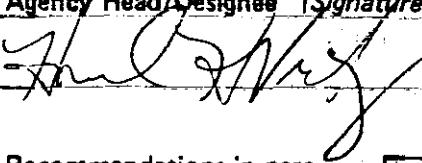
Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

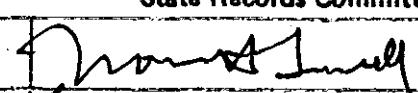
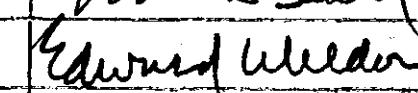
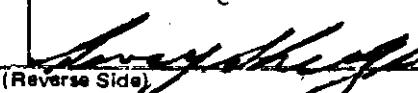
This agency recommends that the file series be cut off at the end of each:

- Calendar Year;  Fiscal Year;  Other  
during which accident occurred
- Hold in the current files area 6 month(s) year(s); then  
 Transfer to local holding area, hold year(s); then  
 Transfer to State Records Center; hold 9 year(s); then  
 Destroy.  
 Transfer to State Archives for permanent retention.  
 Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	8-24-83		

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)

State Records Committee (Signature)		Date
State Auditor/Designee		11-2-83
Secretary of State/Designee		10/31/83
Attorney General/Designee		4-5-84